



Facility Use/Rental Agreement

Company/Agency Name: _____
 Person in charge of room: _____
 Dates and times KCC requested: _____

IMPORTANT - contact KCC staff if you will cancel your event, or need more time than originally requested, so that we plan accordingly. Contact Manager of Operations Tanya Wongittilin at 907-443-4342 during 9:00 am to 4:30 pm, or 907-434-0281 after 4:30 pm.

Estimated attendance: _____ (for max capacity, see seating options below)
 Description of Activity _____

Will you be serving food and drinks? Yes _____ No _____

If you are serving food and drinks, please note that food and drinks are not allowed inside the exhibit gallery.

Daily Rental Fee Rates (use over 9 hours will be charged for 2 days)

- Bering Strait Region Tribe – As the region’s tribes are owners of this facility, rental fees for tribes of the Bering Strait Region is By Donation Only.
 - For Profit - \$300 per day
 - Non Profit, Government Agency or Educational Institution- \$250 per day
 - Community Member - \$150 per day
 - Kawerak Department - \$150 per day
- (Please indicate Kawerak code here: _____)

Please make payment via cash or check payable to: Kawerak, Inc. and please reference on check: KCC Rental and Date of Rental in memo.

KCC can provide the following items if needed, please indicate items you will need below:

Item Description	Quantity Needed
1 Coffee Percolator (50 cup)	
1 Hot Water Maker (50 cup)	
2 Thermal Hot Beverage Decanters (6 cups each)	
2 Cold Drink Decanters (25 cups each)	
Projector and Projection Screen	
PA System with 2 Microphones	
Laptop Computer for use in power points presentations	
Blue Ray Player	
8, 60 inch Banquet Tables with Table Cloths (seat 5 each)	
8, Small Rectangular Tables w/out Cloths (seat 4 each)	
40 chairs	

Guidelines

Renter is responsible for set up, and take down and cleaning (see cleaning checklist below).

KCC Staff will orient the renter to the facility and location of all cleaning supplies. KCC staff will provide keys to the facility to the renter, and keys may be returned the following business day, M-F, from 10 AM to 4:30 PM.

Public restrooms are located in the main entrance lobby of the Richard Foster Building (RFB). For those patrons that may smoke tobacco, we ask that you smoke at least 50 feet away from any entrance and properly extinguish your cigarette before disposing.

Food and Beverages are not allowed in the Exhibit Gallery, but you may serve food and drinks inside the Qagzri or gathering room. KCC does not allow alcohol within the facility.

KCC does not provide coffee, creamers, tea, sugar or paper products such as cups, plates, bowls, napkins or plastic ware, please be prepared to provide all needed coffee, tea, sweeteners, creamers, and paper products for your event.



Event Decorations

Any decorations that the renter brings, must be hung by masking tape only, use of nails or pins is not allowed.

No banners or other decorations may be hung or tapped onto, or within 5 inches of the sprinklers. Use of candles, smudging, oil lamps or incense is not permitted. The microwave may be used to heat food and drinks, however, microwaving popcorn is not permitted.

Events That Host Children

Any events that host children must have adult supervision at all times. If hosting an event with children, please provide the name of the supervising adult: _____.
Supervising adult cell phone number: _____.

Covid-19 Guidelines and Other Considerations

It is the policy of the Katirvik Cultural Center to abide by pandemic guidelines issued by Kawerak Administration, the City of Nome and the CDC. Please continue to wear masks while in the Richard Foster Building, continue to social distance (6 feet apart), and continue to wash hands often. Please keep a list of names of the individuals who are participating in your event. While renting the facility, you are responsible for your event participants to abide by these guidelines.

If there are any problems during your renting period, please call facility Manager of Operations, Tanya Wongittilin at 907-434-0281. If there is any damage done to the facility during your rental period, please contact Tanya Wongittilin. Renters will be responsible for expenses related to any damages occurring during the rental period. If a person that enters the KCC is behaving in an offensive or abusive manner, please contact the Nome Police Department at 443-5262, or in case of an emergency, please call 911. Please also notify the Manager of Operations, Tanya Wongittilin at 907-434-0281 after having called the police.

Emotional Support Animals

Please notify Manager of Operations if you will be bringing any emotional support animals, and notify your guests, in case of any allergies they may have. Pet owners are responsible for clean up of any mess related to their animal, disposal and disinfecting of area of mess.

Cleaning Check List

We ask that any unfinished drinks be poured in the sink before disposing cups or water bottles into the trashcans. When done, we ask that you please follow the below check list to make sure facility is clean:

- ___ Chairs stacked on chair carts
- ___ All Tables wiped down with disinfecting wipes
- ___ Coffee Percolator grounds emptied into trash, washed and outside wiped down
- ___ Hot Water Maker emptied, washed and outside wiped down
- ___ All trash taken out of facility to dumpster at back loading door (please be aware doors lock behind you)
- ___ All trash cans have new empty trash bags and surface of trash can has been disinfected
- ___ All dishes washed, put away and sink wiped down with disinfecting wipes
- ___ Counters wiped down with disinfecting wipes
- ___ Floors swept

By signing, I agree to abide by KCC use guidelines and accept responsibility. I understand that the room will be checked prior to and after our meeting.

Company/Agency/Renter Printed Name

Phone/Cell Number

Company/Agency/Renter Signature

Email Address

Company/Agency/Renter Address

Date

Alternate Representative Printed Name

Phone/Cell Number

.....

Approved by (KCC Staff Person)

Date

Total Amount Due: \$ _____

Kindly consider this agreement your invoice. Please make payment via cash or check payable to: Kawerak, Inc. Please reference KCC Rental and indicate date(s) of rental on the check.

**Address: Kawerak, Inc.
PO Box 948
Nome, AK 99762**

**Kawerak Main Phone: 907-443-5231
Katirvik Manager of Operations: Tanya Wongittilin
Tanya Wongittilin Office Phone: 907-443-4342 9 am to 4:30 pm
Tanya Wongittilin After Hours Cell: 907-434-0281 after 4:30 pm**